



IN REPLY REFER TO:

United States Department of the Interior

NATIONAL PARK SERVICE
Jefferson National Expansion Memorial
11 North Fourth Street
St. Louis, Missouri 63102-1882

SPECIAL USE PERMIT GUIDELINES FOR EVENTS AT JEFFERSON NATIONAL EXPANSION MEMORIAL (GATEWAY ARCH AND OLD COURTHOUSE)

Many requests are received to use the Memorial for various reasons. When such requests are inappropriate, they are denied. Frequently, because of lack of space, funds, staff resources, etc., even appropriate uses have to be denied; however, **compatible, non-commercial (does not involve the buying and selling of goods or services)** use of the Old Courthouse, Gateway Arch, and Memorial grounds is permitted from time to time with a Special Use Permit. A Special Use Permit is issued by the Superintendent to an individual, group, or organization authorizing use of National Park Service-administered resources. A compatible use is defined as an activity that is not specifically prohibited by legislation and that is in accordance with the purpose and the land classification of the area and National Park Service policies.

As a matter of information to you regarding after-hours events at the Jefferson National Expansion Memorial (Gateway Arch or Old Courthouse), the possibility exists for the cancellation of all after-hours special events due to a national or regional crisis related to terrorism. Because the Memorial has been designated as one of the "icon" parks within our nation that may be targeted for terrorist activity, the status of the Memorial's operations is linked directly to the national threat level declared by the Office of Homeland Security; or, in some cases, by the Director of the National Park Service. At the "Red" (highest) level, when there is a severe risk of terrorist attack, a full scale closure will go into effect. That would necessitate the immediate and complete closure of the Memorial. At the "Orange" and "Yellow" levels, closure of any portion of the Memorial's facilities may be considered on a case-by-case basis or day-by-day basis. The Superintendent will make that decision based upon the specific situation and local conditions as changes occur. We are providing this information to you as a courtesy in case you wish to consider other alternatives.

Major events not open to the general public must be held after established operating hours. The Arch is open 9:00 a.m. to 6:00 p.m., the day after Labor Day through the Friday before Memorial Day; 8:00 a.m. to 10:00 p.m., the Saturday before Memorial Day through Labor Day. The Old Courthouse is open 8:00 a.m. to 4:30 p.m., daily. The Gateway Arch and Old Courthouse are closed Thanksgiving, Christmas and New Year's Day. **After-hours events are not permitted at the Arch during the summer season due to the 10 p.m. closing time.**

Special Use Permits are not issued on certain holidays, or during certain times when public visitation is extremely high. The only exception is the annual Fair Saint Louis, which is also the only major non-National Park Service activity permitted on the Arch grounds.

WHO MAY APPLY

Any individual, group, society, or organization that will assume responsibility for the gathering may apply for a Special Use Permit.

REQUESTING A SPECIAL USE PERMIT

Requests for Special Use Permits should be made in writing to the Superintendent at the above letterhead address at least 90 days prior to the date of the event. Please include the following information in your application letter:

1. Name, address, phone number, and brief background of your organization/group;
2. The purpose and description of the event, including whether or not food and drink (alcohol) will be served;
3. Date and time guests will arrive and depart--**Arch events (4-hour maximum) may begin no earlier than 7:00 p.m., and must conclude at 11:00 p.m.; Old Courthouse events (4-hour maximum) may begin no earlier than 5:30 p.m., and must conclude at 11:00 p.m.**

4. Number of guests anticipated;
5. Area of the Memorial requested: the Gateway Arch, Old Courthouse, or Memorial grounds.

ISSUING A SPECIAL USE PERMIT

When a written request for permission to use the Gateway Arch or Old Courthouse is received, along with the required non-refundable deposit, a decision will be made to allow or deny special usage based on appropriateness, availability, timeliness, size of crowd, etc. If the use is to be permitted, a Special Use Permit outlining conditions governing the special usage, payment of the balance of the fee, and insurance requirements will be completed and sent to the requester. If request is to be denied, a letter explaining denial will be sent to requester and the deposit will be returned.

Permittee must sign and return the permit for the Authorizing Official's signature.

After signing by the Authorizing Official, the completed permit will be forwarded to permittee along with a letter outlining how to proceed with the planning and execution of their special activity.

PARK USAGE FEES--

A usage fee is charged. **A non-refundable down payment of \$200.00 is required to reserve a date on the park calendar and should be enclosed with your written request for a Special Use Permit;** the remaining balance is due seven (7) working days prior to the date of your event. Fees are not refundable unless the number of guests attending changes to the extent that a different fee is warranted. If this is the case, a request in writing must be made to the Superintendent for consideration of the adjusted fee with the new number of guests attending. No fee adjustment will be considered after the date the balance of the fee is due, i.e., seven (7) working days prior to the date of the event, or after the event has taken place. All details relative to your event must be finalized no later than seven (7) working days prior to the date of your event--no exceptions will be made.

Please make check payable to the National Park Service and include your Social Security Number or Tax Identification Number on your check.

GATEWAY ARCH COMPLEX

The Gateway Arch Visitor Center accommodates up to 500 guests for a sit-down dinner; 850 guests for a stand-up reception. (NOTE: the more space used for set up, e.g., dance floor, band, etc.), the less space available for people. For comfort we recommend a maximum of 350 people for a sit-down dinner when band and dance floor are used.) **Arch events (4-hour maximum) may not begin before 7:00 p.m., and must conclude by 11:00 p.m.** Access to the Arch Visitor Center area for set up is permitted at 6:00 p.m., or shortly thereafter, as soon as all visitors have cleared the facility. (Caterer/rentals may arrive as early as 4:30 p.m., and may begin staging items in our back hallways; however, nothing may be brought out into the Arch Visitor Center area until 6:00 p.m., or after.)

	<u>2-hour event</u>	<u>3-hour event</u>	<u>4-hour event</u>
0 - 200 people	\$3,000	\$3,500	\$4,000
201 - 350 people	\$3,500	\$4,100	\$4,800
351 - 850 people	\$3,700	\$4,400	\$5,100

OLD COURTHOUSE

The Rotunda area is suitable for 100 guests for a sit-down dinner; or a maximum of 200 guests for a stand-up reception. **Old Courthouse events (4-hour maximum) may begin no earlier than 5:30 p.m., and must conclude at 11:00 p.m.** Access for setup is permitted at 4:30 p.m. From mid-November through early January, the Rotunda contains the park's

25-foot tall Victorian Christmas tree (tree at base and stand are estimated at approximately 8 ft. to 10 ft. across). If the Old Courthouse is used during this period, the number of guests attending and set up should be adjusted accordingly. From approximately June 10 through July 10, the Old Courthouse is decorated to celebrate a Victorian Independence Day. Keep this in mind when planning your event.

0 - 200 people **\$1,600**

This list is not meant to be all-inclusive. Fees for areas not listed will be determined by the Superintendent on a case-by-case basis.

FACILITY USAGE REQUIREMENTS

LIABILITY INSURANCE--

To limit exposure to liability, the permittee agrees to save, hold harmless, defend and indemnify the United States of America. **A Certificate of General Liability Insurance in the amount of \$1 million is required. The insurer must include the NATIONAL PARK SERVICE AS AN ADDITIONAL INSURED for the period of the permit (this must be specified in writing on the Certificate of Insurance form).** Proof of insurance is required 45 days prior to the date of the event. The National Park Service reserves the right to require the posting of security either in the form of cash or bond to insure performance in accordance with the terms of the permit to cover such costs as restoration, rehabilitation, and cleanup of the area used, and other costs resulting from the special park use.

CATERING/RENTALS--

As there is no exclusive catering/rental service at the Memorial, permittee is responsible for hiring a caterer for their event if food and beverage are served. **Absolutely, no cooking is allowed. Electric warming ovens or sterno's are permitted.** All items needed for the serving of drinks and food are to be provided by the permittee. We urge you to avoid using any items which when thrown away will add to our nation's environmental problems, and strongly suggest you consider using recyclable products. National Park Service equipment and supplies are not available for permittee's use unless specified within the permit.

CLEANING--

To insure that the facility is ready for early morning park visitors, the permittee must arrange for an acceptable professional cleaning company to clean all areas used. **A meeting is required among the Chief of Facilities Management (314-655-1600), the permittee or their representative, the caterer, and the cleaning company representative to discuss event logistics, catering and clean-up requirements. This meeting must be attended by all parties and must be scheduled at least one month prior to the date of your event.** All event details must be finalized before this meeting, i.e., trams, theaters, stores, etc.

VENUE OPTIONS

MUSEUM OF WESTWARD EXPANSION (ARCH)--

After-hours use of the Jefferson National Expansion Memorial (Gateway Arch and Old Courthouse) is offered as an extension of the park's visitor services and education program. As such, the Museum of Westward Expansion will be opened to your guests for the first 2 hours of your event at the Gateway Arch and is included in the usage fee. The National Park Service will open and staff the museum from 7 p.m. to 9 p.m., or 7:30 p.m. to 9:30 p.m., whichever is most convenient for your activity.

EXHIBIT GALLERIES (OLD COURTHOUSE)--

At the Old Courthouse, Special Exhibit Galleries, Courtrooms, and galleries devoted to exhibits about early St. Louis history will be opened and staffed for the first 2 hours of your event and is included in the usage fee.

JOURNEY TO THE TOP (TRAM RIDE)--

The tram ride to the top of the Arch is operated by Metro during after-hours events. **The fee to use the tram to the top of the Arch is \$600 for one tram for the first hour and \$850 for both trams the first hour. Each additional tram per hour is \$250.** To arrange for tram usage during your event, the permittee must contact the Gateway Arch Administrative Coordinator at 314-982-1545.

THEATERS--

Tucker Theater--280-seat theater at the Arch featuring the movie, "*Monument to the Dream*," a documentary on the construction of the Arch. **The fee to use the Tucker Theater for showing the movie is \$400 per screening.**

Odyssey Theater--235-seat theater at the Arch featuring special films in the World Odyssey Ultra 70 Giant Screen Projection System (these large format films, shown on screens several stories tall, give audiences a true sense of participation in an event, engulfing them in the action). **The fee to use the Odyssey Theater for showing the movie is \$900 per screening.**

Both theaters may be used at a total cost of \$1,100 (one screening in each theater).

To arrange for either of the movies to be shown during your event, the permittee must contact the Park Permits Office at 314-655-1613.

AUDIO/VISUAL--

Microphones are available in both theaters and at the entrance to the museum at the Arch. Permittee may use these free of charge for **brief** announcements only. Any additional audio-visual needs must be provided by the permittee. If either theater is used for a presentation only (movie will not be shown), a microphone and podium can be made available. **The cost to use either theater without movie(s) is \$300.**

VIDEO WALL--

The Gateway Arch Dual Video Wall may be used during your event. The system, complete with audio-visual capabilities, consists of two video wall units, housing twenty 27" color monitors in a four high by five wide configuration. Permittee has two options of having the Video Wall operate. The first is at **no cost with National Park Service information playing. The second is at a cost of \$500** to have the Video Wall play information that was **specifically programmed by the permittee** (subject to the conditions outlined in the "Video Wall handout"). This is a playback only system; **on-site custom programming will not be available**. To arrange to use the Video Wall to bring in and play your customized program, permittee must contact the Park Permits Office at 314-655-1613.

STORES--

The Museum Store beneath the Arch may be opened for your event. The 2,400 square foot store offers an extensive selection of collectible gifts and publications as well as American Indian crafts to commemorate your group's visit to the Gateway Arch. **The Museum Store is available for \$100 per hour (2-hour minimum).**

The Levee Mercantile Store beneath the Arch is also available for your event. Get a taste of the past in this 1870's style riverfront general store, which offers a unique and interesting experience for your group. Levee Mercantile is 1,100 square feet and features historically-inspired gifts and food products with staff outfitted in period clothing. **Levee Mercantile is available for \$100 per hour (2-hour minimum).**

Both the Museum Store and Levee Mercantile can be open for your event for a package rate of \$175.00 per hour (2-hour minimum).

KODAK PHOTOGRAPHY—In conjunction with having one of the Gateway Arch stores open for your event, you have the option of having photographs taken of guests by Kodak Photography staff. **Kodak Photography is available for \$100 per hour (2-hour minimum). Photos are available for purchase at several price levels.**

The Old Courthouse Museum Shop may be opened for your event. The 700 square foot shop, located on the first floor of the Old Courthouse, offers collectible gifts and publications relating to the Gateway Arch and Old Courthouse as well as St. Louis history. **The Old Courthouse Museum Shop is available for \$50 per hour (2-hour minimum).**

To arrange for any of the stores to be open and/or for Kodak Photography for your event, please contact the Marketing Assistant for Jefferson National Parks Association at 314-678-1513. **Stores need to be open for a minimum of 2 hours** and advance payment is required to secure the stores for the event. **Latest start time for the Gateway Arch Museum Store and Levee Mercantile is 8:00p.m., and for the Old Courthouse Museum Shop is 7:00 p.m.** Proceeds from sales

in the stores support the education and interpretation programs of the National Park Service at the Gateway Arch and Old Courthouse.

GATEWAY ARCH RIVERBOATS--

As an additional extension of the park's visitor services and education program, you may charter a Mississippi River cruise on the riverboats, Becky Thatcher or Tom Sawyer, through Gateway Arch Riverboats. The riverboats are located just across the street from the bottom of the Arch's Grand Staircase and are available for public cruises, charter cruises, and private dinner parties. The riverboats may be used in conjunction with an after-hours event at the Gateway Arch or as a separate venue. **The permittee must contact the Cruise Coordinator for Gateway Arch Riverboats at 314-923-3048 or 800-878-7411 for further information or to schedule a cruise and pay the required fee. Fees are based on a variety of different cruise packages.**

ADDITIONAL CONSIDERATIONS & LIMITATIONS

Use of the Gateway Arch, Old Courthouse, or Memorial grounds requires the scheduling of the park's maintenance, interpretive, and law enforcement staffs to provide appropriate care for resources and visitors; therefore, park staff must be available to work an event before the event is permitted.

The park is closed to the consumption of alcoholic beverages unless specifically authorized by Special Use Permit. **Cash bars and the selling of drink tickets on the premises are prohibited.** In order to clear the facility at the agreed-upon time as noted on the permit, serving of all refreshments must be discontinued at least 15-minutes prior to that time.

No cash transactions of any kind are permitted during your event. Admission fees for, or any other monies associated with your event, may not be collected on the premises.

Smoking is prohibited inside the Gateway Arch and the Old Courthouse. Keep in mind when planning your event that the Old Courthouse Rotunda is not air-conditioned.

No candles of any type are allowed, e.g., decorative, votive, or covered.

Unauthorized vehicles are prohibited in the park, including open-air trams used to drop guests near Arch Visitor Center entrances.

If buses are used for events at the Arch, they may drop off your guests at the bus drop-off lane on Memorial Drive near the Old Cathedral parking lot; guests may also be picked up at this location. Private vehicle parking is available in the Arch Parking Garage located at the north end of the park on Washington Avenue near Memorial Drive. The garage is operated by Metro with security provided by park rangers. Parking arrangements for your event can be made by contacting the Metro Parking Garage Manager at 314-982-1450.

National Park Service Law Enforcement Rangers will be available to handle any incidents related to an after-hours event at the Old Courthouse or Gateway Arch; however, rangers will not be solely dedicated to handling security for permitted activities. If additional security is used, **ONLY** two types are authorized: (1) St. Louis City Police Officers working on a secondary detail, uniformed and armed, and; (2) any licensed private security company officer, uniformed and un-armed. Notify the park's Chief Ranger at 314-655-1600 **only** if additional security will be used.

No formal group picnicking is permitted on the Arch grounds.

Outdoor release of helium-filled balloons within the National Park System is prohibited. These balloons inevitably fall back to earth where they create hazardous conditions for marine wildlife and also create additional litter problems.

Rallies and band concerts are best staged on the riverfront Overlook Stage, located between the legs of the Arch on the east side of Leonor K. Sullivan Boulevard. When the stage is used, the Gateway Arch Grand Staircase may be used for seating provided the appropriate authorization has been issued from the National Park Service. Phone 314-647-3111, St. Louis Street Department, to reserve the Overlook Stage.

These guidelines and fees are subject to change without notice. For additional information, please contact the Park Permits Office at 314-655-1613.

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